



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1272
- If this request involves renting the Big Four Depot - Community Room  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021



Do not use for  
contractor  
vehicle permit

### User Information

Date of Function: 6/6/2020 Time: From: 8:00 am am/pm to: 10:00 am am/pm

Name: Race for Kids 5K Run/Walk Organization: Franciscan Health

Street Address: 1701 S. Creasy Lane

City: Lafayette State: IN Zip Code: 47905

Contact person(s): Jennifer Eberly Phone Number(s): 765-423-6812

Email: jennifer.eberly@franciscanalliance.org

Event Description: 5K Run / Walk

Caterer: n/a Caterer's Phone Number: n/a

### **This event will utilize the following venues (check all that apply):**

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### **This event will include the following elements (check all that apply):**

Anticipated Attendance: 300 - 350

- ☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages  
☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies  
☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

**Optional Equipment & Services:**

☐ Traffic Control: barricades, **No Parking** signs, \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

**Application submittal checklist**

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ \_\_\_\_\_ (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ \_\_\_\_\_ (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_  
Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☐ Board of Public Works and Safety meeting (if required)

## USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

"User"

By: \_\_\_\_\_

Signature

Printed: \_\_\_\_\_

Date: \_\_\_\_\_



January 27, 2020

Lafayette Board of Works,

Franciscan Health is requesting permission from the board to host it's fifth annual Race for Kids 5K run/walk on Saturday, June 6, 2020. We are requesting approval to restrict the following roads to one lane from 8:30 a.m. to 10 a.m.:

- a. Unity Place
- b. Amelia Avenue (from Creasy Lane to Sourgum Lane)
- c. Sourgum Lane (from Austrian Court to Sweetgum Drive)
- d. Sweetgum Drive (from Sourgum Lane to Hornbeam Circle)
- e. Hornbeam Circle East and Hornbeam Circle West
- f. St. Francis Way (East of Hatke Drive)

Franciscan Health will contact the Lafayette Police Department to discuss safety requirements needed to provide traffic control support at Amelia Ave/Unity Place/Sourgum. We will utilize volunteers on the course to make sure participants are safe, and provide support for traffic control. We will have medical personnel onsite, and we would like to use a golf cart/utility vehicles on the course (to move volunteers and supplies, respond to any medical issues, etc.). A course map is enclosed for your review.

The 5K run/walk benefits the Franciscan Health Level III NICU (Neonatal Intensive Care Unit) and Pediatric Therapy Departments. For more information or to register, please visit: [Franciscanhealthfoundation.org/raceforkids](http://Franciscanhealthfoundation.org/raceforkids).

If you have any questions about this event, please contact me at (765) 423-6812 or [jennifer.Eberly@franciscanalliance.org](mailto:jennifer.Eberly@franciscanalliance.org).

Thank you in advance for your support.

Sincerely,



Jennifer Eberly  
Director of Development  
Franciscan Health Foundation

January 31, 2020

To our neighbors,

Franciscan Health will be hosting the fifth annual Race for Kids 5K run/walk on Saturday, June 6, 2020. The race will begin on the Franciscan Health Lafayette East campus, proceeds through your neighborhood and finish back at the hospital campus. The race will restrict the following roads to one lane from 8:30 a.m. to 10 a.m.:

- a. Unity Place
- b. Amelia Avenue (from Creasy Lane to Sourgum Lane)
- c. Sourgum Lane (from Austrian Court to Sweetgum Drive)
- d. Sweetgum Drive (from Sourgum Lane to Hornbeam Circle)
- e. Hornbeam Circle East and Hornbeam Circle West
- f. St. Francis Way (East of Hatke Drive)

The 5K run/walk benefits our Franciscan Health Level III NICU (Neonatal Intensive Care Unit) and Pediatric Therapy Department. For more information or to register, please visit: [Franciscanhealthfoundation.org/raceforkids](https://Franciscanhealthfoundation.org/raceforkids).

The ninth annual Healthy Families Fun Fair will also be held on Saturday, June 6 inside the hospital from 10 a.m. to 2 p.m. The fair inspires families in a fun way to lead an active and healthy lifestyle. The event is free and will feature fun, kid-friendly activities at every booth. The NICU reunion and group photo will take place at 11 a.m. with check in at 10:45 a.m.

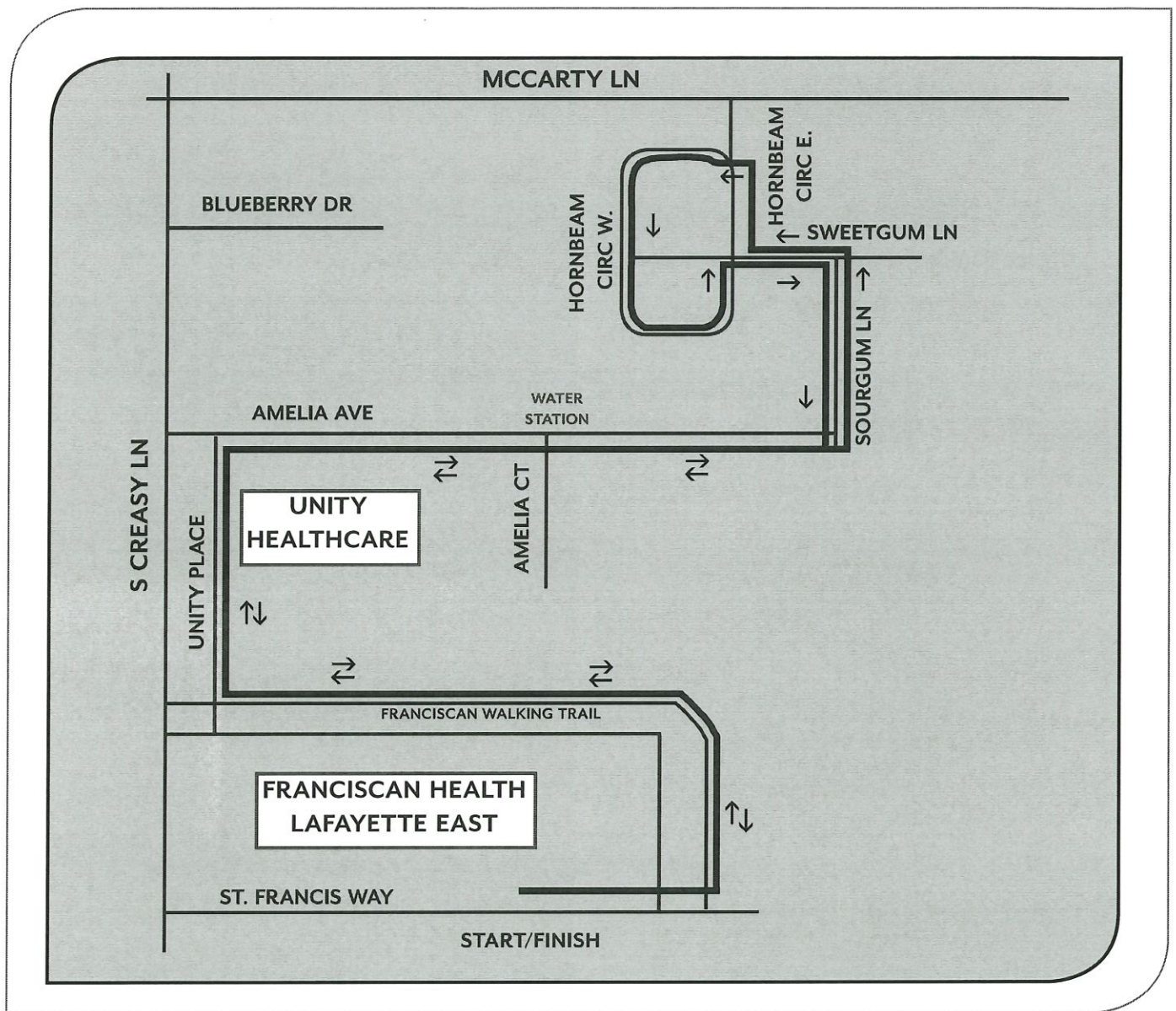
We will be seeking approval from the City of Lafayette Board of Works. The discussion of this event is expected to go before the board in March.

We appreciate your cooperation. If you have any questions regarding restriction, please feel free to contact Jennifer Eberly at (765) 423-6812.

Sincerely,

Franciscan Health  
Race for Kids Committee

# Franciscan Health Race for Kids • 5K Course



**START:** St. Francis Way to Franciscan Trail  
 Following Walking Trail to Unity Place and turn right  
 Right on Amelia Ave  
 Left on Sourgum Ln  
 Left on Sweetgum Dr  
 Right on Hornbeam Cir E  
 Left on Hornbeam Cir W (Go around the circle drive)  
 Right on Sweetgum Dr  
 Right on Sourgum Ln  
 Right on Amelia Ave  
 Left onto Unity Place  
 Left on Franciscan Walking Trail  
**FINISH:** Franciscan Walking Trail (behind hospital)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/05/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	<b>CONTACT NAME:</b> Mass Merchandising <b>PHONE (A/C, No, Ext):</b> 1-800-426-2889 <b>FAX (A/C, No):</b> 1-260-459-5105 <b>E-MAIL ADDRESS:</b> info@sportsinsurance-kk.com <b>PRODUCER CUSTOMER ID:</b>
<b>INSURED</b> Franciscan Alliance, Inc. DBA: Franciscan Health Lafayette 3510 Park Place W Mishawaka, IN 46545 A Member of the Sports, Leisure & Entertainment RPG	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nationwide Mutual Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
2001214026 CP# 1279	<b>NAIC #</b> 23787

## COVERAGES

CERTIFICATE NUMBER: 2000457133

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG0000006993700	06/05/20 12:01 AM	06/08/20 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Not provided while in Hawaii						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>			6BRPG0000006993700	06/05/20 12:01 AM	06/08/20 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Event Name: Franciscan Health Race for Kids Event Type: Walk and Run Distance: 5K Event Date(s): 6/5/20 to 6/7/20

# of Participants: 235 Event Location: Franciscan Health Lafayette, 1701 S Creasy Ln, Lafayette

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

This certificate voids and replaces certificate #W01668521

## CERTIFICATE HOLDER

City of Lafayette  
20 N 6th Street  
Lafayette, IN 47901  
Owner/Manager/Lessor of Premises

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Scott Michael*

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Coverage is only extended to U.S. events and activities.

\*\* NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas.

ACORD 25 (2016/03)

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### ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Name Of Additional Insured Person(s) Or Organization(s)	
City of Lafayette 20 N 6th Street Lafayette, IN 47901	
Named Insured: Franciscan Alliance, Inc. DBA: Franciscan Health Lafayette	
CP# 1279	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
  2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



MISCELLANEOUS PAYMENT RECPT#: 2029413  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 02/14/20 TIME: 10:06  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: FRANCISCAN ALLIANCE

CHARGES:  
APG1 APPLICATION FEE 25.00  
AMOUNT PAID: 25.00

PAID BY: RACE FOR KIDS 5K RUN  
PAYMENT METH: CREDIT CARD  
V 6114 1022

REFERENCE:

AMT TENDERED: 25.00  
AMT APPLIED: 25.00  
CHANGE: .00